



2017-2018

Prepare your stay

Practical guide
for international students

Welcome to the Communauté Université Grenoble Alpes!

Your enrollment in one of the institutions of the Communauté Université Grenoble Alpes represents a new step in your life, an experience that will bring about major changes for international students, because in addition to studies, you will discover a new country! To prevent being overwhelmed upon arrival, you need to keep in mind the steps you must take and the role of the different people whom you will contact.

This guide is designed specifically for international students. Its main objective is to provide an overview of all the steps you will go through from the moment you are admitted to the first days of your stay. More detailed information about the topics covered in the guide can be found on the web portal dedicated to international students. We thus invite you to consult the web portal in addition to this guide: <https://international.univ-grenoble-alpes.fr/>

COMMUNAUTÉ UNIVERSITÉ GRENOBLE ALPES

KEY FIGURES

62,000 students
7,200 foreign students
3,700 doctoral students
45% of doctoral students are foreigners
180 nationalities
20 languages taught
6 campuses

A major university and research center in Europe that also has an exceptional natural and sports environment!

The higher education institutions of the Communauté Université Grenoble Alpes form one multidisciplinary university that offers a large variety of educational programs in all disciplines, both undergraduate and postgraduate studies, and possibilities to change courses at every level.

- **Université Grenoble Alpes (UGA):** Arts, Literature, Languages, Law, Economics, Management, Humanities and Social Sciences, Sciences, Technologies and Health.
www.univ-grenoble-alpes.fr
- **Université Savoie Mont Blanc:** Sciences, Engineering, Technologies, Languages, Literature, Arts, Humanities and Social Sciences.
www.univ-smb.fr
- **Grenoble Institute of Technology (Grenoble INP):** Engineering.
www.grenoble-inp.fr
- **Sciences Po Grenoble:** Political Sciences, Law, Economics.
www.sciencespo-grenoble.fr
- **The Grenoble School of Architecture (ENSAG):** Architecture.
www.grenoble.archi.fr

PhD thesis are supervised by the **Doctoral College in the Communauté Université Grenoble Alpes**. This college groups 14 doctoral schools, which provide research training in all disciplines, both fundamental and applied.

Main sites of the Communauté Université Grenoble Alpes



Designed as genuine urban landscaped areas, located on the banks of lakes or in the heart of mountains, the six campuses of the Communauté Université Grenoble Alpes institutions have the necessary infrastructure to promote the dynamism of student life - Maisons des Étudiants (Students' Houses), theaters, sports facilities, university restaurants, shops, etc.

www.communaute-univ-grenoble-alpes.fr/en

Prepare your stay...

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Several months before your arrival.

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YOU WILL ARRIVE SOON

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Several weeks before your arrival.

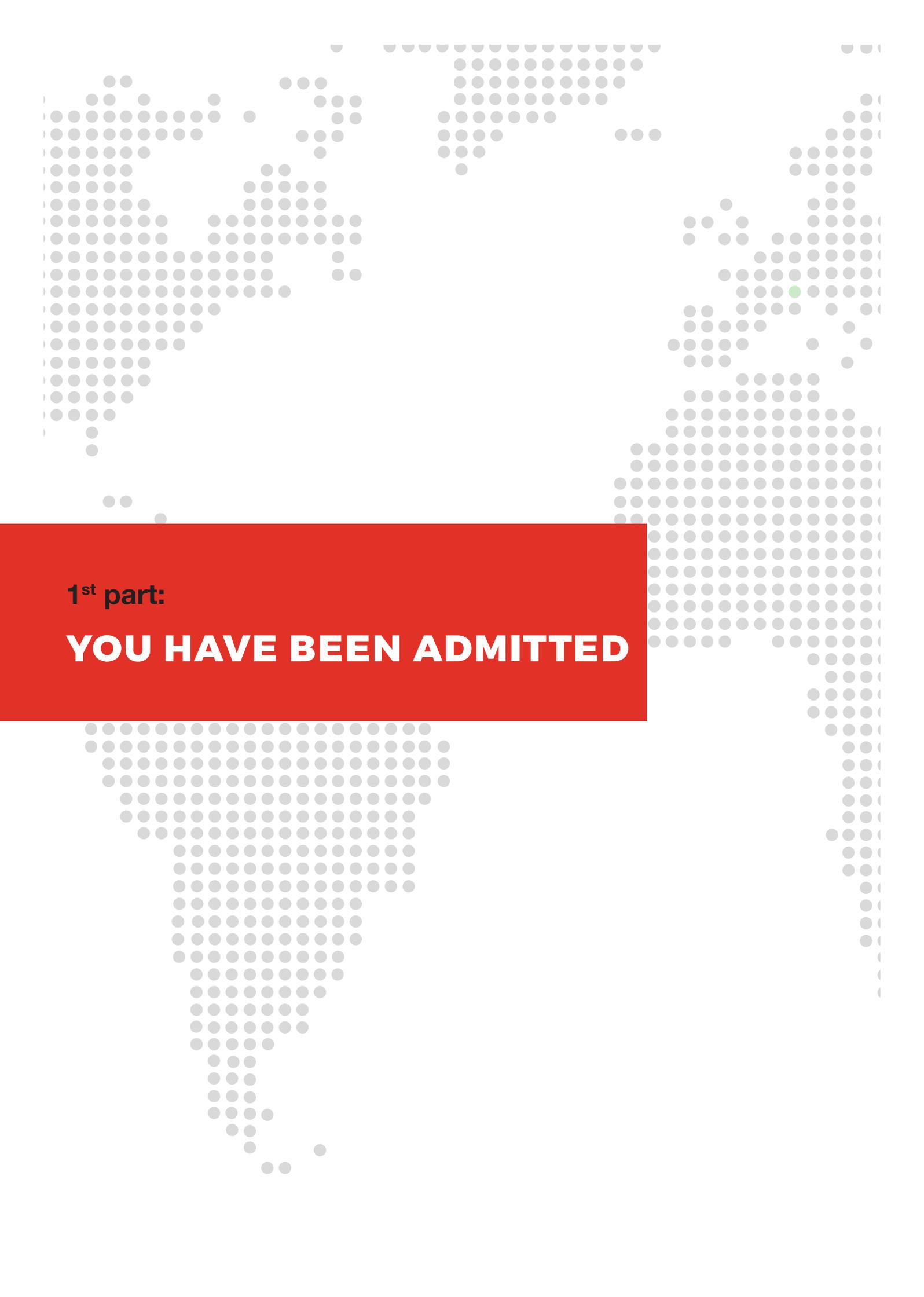
STEP 03

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The first few weeks...

**... in one of the institutions of
the Communauté Université Grenoble Alpes**



1st part:

YOU HAVE BEEN ADMITTED

COMPLETING YOUR ADMISSION

As soon as you receive confirmation of your admission, you might have to send additional documents or submit an online pre-enrollment form. Check with your institution the necessary steps to follow before your arrival. You also need to ask when the academic year starts so that you can book your flight.

Good to know

Avoid booking flights or trains that arrive at Grenoble on Sundays, public holidays or after 7 pm, as most shops will be closed and there will be less public transportation.

PLANNING YOUR BUDGET

First of all, before searching for where to stay, you need to estimate how much money you can spend on accommodation. In this section, you will learn about the main expenses you will have to meet in France. This information will help you to calculate your monthly budget.

Note that besides recurrent expenses, you will have to spend a lot upon arrival!

Monthly expenses

Accommodation is the main expense for a student and can account for up to 50% of the monthly budget. Expect to spend between €210 and €600 per month depending on the type of accommodation, plus the charges (water, electricity, insurance, etc.). Food ranks second: you will spend about €200 per month. Then comes leisure, transportation, telephone and internet subscriptions, not to mention health care costs, which, even if they are well reimbursed in France, still represent a cost.

Expenses upon arrival

A deposit for accommodation (which will be returned after leaving the accommodation, if it is in as good a condition as it was when you moved in), agency charges, enrollment fee, social security registration, etc. It is possible that upon arrival, you will spend more than €1000.

Find out more

A detailed list of the main monthly expenses and your expenses upon arrival:
> <https://international.univ-grenoble-alpes.fr/en/>
Section Practical matters > Managing your budget

Financing your stay

Scholarships

Many scholarships are available to help you finance your stay. However, generally you need to apply several months in advance or even a year before registration.

+ <https://international.univ-grenoble-alpes.fr/en/>
Section Coming to study > Financing your trip

Work

To finance your studies, you can also work part-time, up to a maximum of 964 hours per year, i.e. 60% of the legal number of hours counting as full-time work in France (apart from exceptions associated to certain types of visa). Each institution of the Communauté Université Grenoble Alpes has information and insertion facilities that can help you in this.

+ <https://international.univ-grenoble-alpes.fr/en/>
Section Practical Matters > Finding a job

Housing allowance

Students who rent accommodation can receive financial aid from the French State for their rent, called personalized housing allowance ('Aide Personnalisée au Logement', APL). This payment is subject to conditions, and its amount depends on the rent, the type of accommodation, its surface and your financial resources. Thus, it is difficult to include it in the calculation of your budget before your arrival.

+ <https://international.univ-grenoble-alpes.fr/en/>
Section Accommodation > Financial assistance with accommodation



SEARCHING FOR ACCOMMODATION



Students can mainly choose between living in **public university residences** or in the **private rental sector**. Finding an accommodation in the region can be challenging, especially in Grenoble, but there are many possibilities. We recommend you start your search at least two months prior to your arrival in France.

Public university residences (CROUS)

This is by far the cheapest type of accommodation, but you need to apply as soon as possible, because the number of places is limited. Note that applying to CROUS does not guarantee you a room!

How to apply to CROUS for accommodation

If you come in the context of an exchange program

→ The International Students & Scholars Office – ISSO – centralizes all the application forms and acts as an intermediary between the student and CROUS. You will be automatically provided with a link for your online application.

If you come as a private individual

→ You need to send an application form for international students - LEI ('Logement Étudiant International') - to CROUS, according to the DSE ('Dossier Social Etudiant') procedure. Note that all application forms sent after May 31 will not be considered as high-priority and thus will take longer to examine.

If you receive a scholarship from the French government managed by Campus France

→ Contact directly your local Campus France office, which will examine your application in connection with the CROUS accommodation section.

If you come for a short stay (less than 3 months) or for an internship

→ You can apply for temporary accommodation to the "service passager" (short-stay service) at CROUS. Note that this service is not available in September-October.

+ www.crous-grenoble.fr/demanderunlogement
www.crous-grenoble.fr/demanderunlogement/logement-etudiant-international/



Shared apartment at the Maison-des-Etudiants (CROUS)

Find out more

> [https://international.univ-grenoble-alpes.fr/en/Section Accommodation](https://international.univ-grenoble-alpes.fr/en/Section%20Accommodation) > Long stay accommodation

Private rental sector

The rental offer in the private sector is far greater. However, it may be challenging for an international student to find accommodation remotely. It is generally preferable in this case to book temporary accommodation for a few weeks and then search for permanent accommodation on arrival.

How to find accommodation in the private sector

Searching for accommodation

→ Via the national web portal for student housing 'LoKaviZ': this website references rental offers in the private sector for apartments, shared apartments and rooms. You need to create an account to get contact information.

- Via real estate agencies: they offer a wide choice of accommodation and serve as an intermediary between property owners and tenants throughout the rental period. However, you will need to pay for their service (agency fees). The amount is usually equivalent to one month's rent excluding charges.
- Via the association ADIJJ ('Association Départementale d'Information et d'Initiative Jeunesse') that publishes private listings: apartments, shared apartments, rooms.
- From individual to individual: some owners directly manage their property rental. In this case, there are no agency fees, but beware, this solution does not offer the same guarantees or structure as a real estate agency.
- Via websites specialized in apartment sharing.

Finding a guarantor

French law protects tenants from evictions. That is why almost all owners require a tenant to have a guarantor for rent payment.

A guarantor is a person, a fiscal resident in France, who agrees to pay your rent in your stead if you can no longer ensure the payment.

For international students who may have difficulties in finding a guarantor in France, other solutions exist, namely the student rental deposit (Caution Locative Étudiante, CLÉ) provided by CROUS.

Find out more

> www.lokaviz.fr
Section Caution CLE

OBTAINING A VISA

Except for nationals from the European Economic Area, Monaco, Andorra and Switzerland, it is necessary to get a visa to enter and study in metropolitan France.

Applying for a student visa

If in your country you have a procedure 'Etudes en France' (CEF), you will get all necessary information about your visa application on the Campus France website:

www.campusfrance.org/fr/page/a-partir-dun-pays-a-procedure-cef

If in your country the procedure 'Etudes en France' (CEF) is not available, you will have to consult the French embassy in your country of residence to follow the application procedure for a student visa. The duration of the procedure is variable depending on the country and the application period, but it generally takes several weeks. Therefore, it is necessary to apply well in advance.

Preparing your file

In addition to your admission, several aspects of your case will be reviewed by the Consulate, including: proof of residence in France (which may be temporary accommodation) and proof of sufficient financial resources. You will be required to have at least €615 per month for the duration of your visa.

Find out more

> www.diplomatie.gouv.fr/en/coming-to-france





LEARNING ABOUT HEALTH INSURANCE COVERAGE

Health care costs are generally well reimbursed by the French health care system. The main program is social security, generally called 'la Sécu'. It is mandatory and can cover up to 70% of your medical expenses.

In addition to this, you can take out complementary health insurance, named 'Complémentaire santé' or 'Mutuelle'. While optional, it can better cover your medical expenses, especially in case of hospitalization.

Sécurité Sociale

If you stay in France for more than 3 months, it is mandatory to apply for Sécurité Sociale, except if a bilateral agreement exists with your home country. All the member countries of the European Union, Switzerland and Quebec have such agreements. The rate of reimbursement is the same, regardless of the scheme that applies to you:

- **You are a European citizen:** in order to avoid having to register to one of the French healthcare schemes, you have to take with you your European Health Insurance Card (EHIC). You can get it from your local health insurance in your home country, before coming to France. It needs to be valid for the whole duration of your stay in France.
- **You come from Quebec:** in order to avoid having to register to one of the French healthcare schemes, you have to bring with you the corresponding RAMQ form ('Régime de l'Assurance Maladie du Québec'), before entering France.

+ www.ramq.gouv.qc.ca/fr/citoyens/sejours-hors-quebec/assurance-maladie/Pages/ententes-autres-pays.aspx

→ **For all other nationalities:**

- **You are under the age of 28:** you will register with Sécurité Sociale during your administrative enrolment in the University. In this case, you have to choose between two student social insurances - LMDE or SMERRA. It costs around €215 and is free if you receive a scholarship from the French government.
- **You are 28 or older:** you can choose to take out a private insurance (LMDE or SMERRA offer for example schemes for international students), or to apply for a general social security scheme to CPAM (Caisse Primaire d'Assurance Maladie).



Good to know

All students can receive free medical services at the "Centre de Santé Universitaire" (University Health Center). The health center team provides consultations and preventive actions throughout the academic year.

> <https://international.univ-grenoble-alpes.fr/en>
Section Health > Health care

Find out more

> <https://international.univ-grenoble-alpes.fr/en/>
Section Health

Some practical information sheets on social security in France and the European Health Insurance Card are also available on this same web portal.

Travel insurance

In order to be covered upon arrival in France, we recommend you take out travel insurance before your arrival. While this insurance cannot replace health insurance, it will cover you during the period between your arrival and your registration.

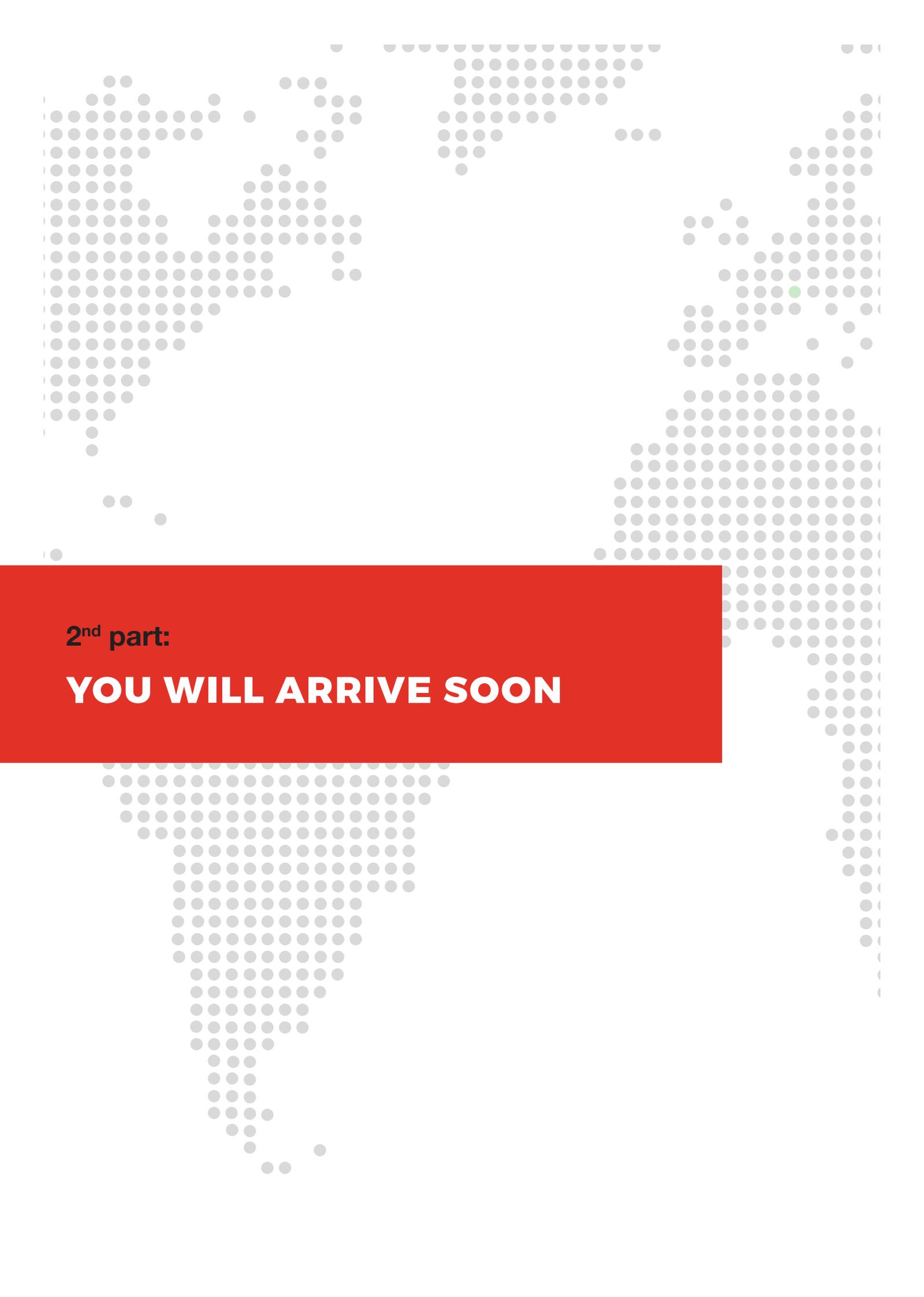
Repatriation insurance

We also advise you to take out repatriation insurance for the duration of your stay before your arrival in France (in case of serious illness or death).

Good to know

There are two more mandatory insurances that should be taken out upon your arrival in France - housing insurance ('assurance logement') and civil liability insurance ('responsabilité civile').

More detailed information can be found in the 'You have just arrived' section of this guide (p. 16-17).



2nd part:

YOU WILL ARRIVE SOON

HOW TO GET HERE



From Paris

There are two airports for Paris:

- **Paris-Charles de Gaulle airport (CDG, ex-Roissy)**, located in the northeast of Paris,
- **Paris-Orly airport**, located in the south of Paris.

+ www.parisaeroport.fr

From an airport in Paris to the Paris-Gare de Lyon train station

Whether you arrive in Paris-Charles de Gaulle or in Paris-Orly, you will need to go to the "Gare de Lyon" train station in Paris to then get to Grenoble, Chambéry, Annecy or Valence by TGV ('Train Grande Vitesse', high speed train).

You can get to the Paris-Gare de Lyon train station by bus or 'RER' (Réseau Express Régional, Paris's suburban railway).

By Bus

From Paris-Charles de Gaulle airport (CDG)

→ 'Roissybus'

Price: 11.5€, duration: around 1h15

This bus will take you to the Paris-Opéra subway station. Walk to the Auber subway station, and then take the RER A line to get to Paris-Gare de Lyon.

→ The 'Bus Direct Paris Aéroport'

Price: €17, Duration: 40-50 minutes

Direct line to the Paris-Gare de Lyon train station.

From Paris-Orly airport

→ 'Orlybus'

Price: 8€, duration: around 30 minutes

This bus will take you to place Denfert-Rochereau (14th district in Paris). Take the subway line 6 to Bercy, then the subway line 14 to Paris-Gare de Lyon.

→ The 'Bus Direct Paris Aéroport'

Price: €12, Duration: 30-40 minutes.

This bus will take you to the Gare Montparnasse. Take subway line 4 to Châtelet, then the subway line 14 to Paris-Gare de Lyon.

+ www.ratp.fr/titres-et-tarifs/billet-aeroport

+ www.lebusdirect.com

By RER (Paris's suburban railway):

→ Take the RER line B to Châtelet-Les Halles, then the RER line A or D to the station Paris-Gare de Lyon.

Price: 10€ - Duration: around 50 minutes.

→ From Paris-Orly airport, take the 'Orlyval', then the RER line B to Châtelet-Les Halles, and finally the RER line A to "Paris-Gare de Lyon" train station.

Price: from 8€ - Duration: around 50 minutes.

By taxi :

From the airport, a certain number of taxi companies can take you to the "Paris-Gare de Lyon" train station.

Price: about 50€ during daytime (about 15% more during night time)

Duration: around 45 minutes from Paris-Charles de Gaulle airport, around 30 minutes from Paris-Orly airport (depending on the traffic).

Good to know

You can check information related to public transportation in Paris on the 'RATP' website: www.ratp.fr/en

The public transport operator (RATP) also provides a smart-phone application to help you plan your trip:

www.ratp.fr/apps/application-ratp

From Paris-Gare de Lyon to the Communauté Université Grenoble Alpes:

From the Paris-Gare de Lyon train station, TGV (high-speed trains) serve Grenoble and Chambéry in 3 hours, Annecy in 4 hours, and Valence in 2 hours 30 minutes. You should try and book your ticket in advance to benefit from better pricing.

+ For more information about schedules, prices and bookings:

www.voyages-sncf.com

www.trainline.eu

From Lyon

From Lyon airport to the Communauté Université Grenoble Alpes:

+ www.lyonaeroports.com/en

By bus :

Ouibus buses go directly to Grenoble, Chambéry, Aix-les-Bains, Annecy and Valence.

→ Lyon-Grenoble : 1h15. Price: from €15.

→ Lyon-Chambéry : 1h. Price: from €15.

→ Lyon-Aix-les-Bains : 1h40. Price : from €15.

→ Lyon-Annecy : 1h20. Price: from €19.

→ Lyon-Valence : 1h50. Price: from €17.

+ <http://fr.ouibus.com/fr>

By train :

You can go to Grenoble, Chambéry, Aix-les-Bains, Annecy or Valence from one of those 3 train stations:

- Lyon-St Exupéry train station (airport),
 - Lyon-Part-Dieu train station (Lyon town center),
 - Lyon-Perrache train station (Lyon town center).
- Duration: around 1h20 to get to Grenoble or Chambéry, 2h to get to Annecy and 1h to get to Valence.

+ For more information about schedules, prices and bookings:
www.voyages-sncf.com ou www.trainline.eu

From Geneva

From the Geneva airport, there are direct buses to Grenoble, Chambéry, and Annecy.

+ www.gva.ch/en

→ Genève-Grenoble : around 2 hours. Adults: 45€ to 49,50€. Under 26: 33€ to 37,10€.

+ www.aerocar.fr/fr/

→ Genève-Chambéry : 1h10. Adults: 33,50€ to 38€. Under 26: 24,50€ - 28,50€.

+ www.aerocar.fr/fr/

→ Genève-Annecy : 1h20. Adults: 10,50€.

+ www.transdevhaut Savoie.com/fr/destinations/geneve-aeroport

→ Genève-Valence : you can take a bus to Grenoble, then get to Valence by train, or take the train directly from the Geneva airport.

Good to know

Some European destinations are also served by two local airports : Grenoble Alpes Isère airport and Chambéry Savoie Mont Blanc airport. Please note that these flights are seasonal, and do not operate all year round.

For more information:
www.grenoble-airport.com
www.chambery-airport.com

Moving around town

Every city has its own public transportation network. Upon arrival, you can easily get tickets for 1 ride, 10 rides, day or 3 to 7 day passes. Monthly and yearly passes are the most cost-effective, but you can only get them after opening a bank account in France.

Grenoble

The network of public transportation in Grenoble is called the TAG. Greater Grenoble is well served by 44 separate bus routes and by five tramway lines. Tickets are 'punched' (or your monthly or year pass is 'swiped') inside the bus or on the platform before getting on the tram. You can buy tickets in any of the

automatic distributors at any tram-stop, or in buses from the bus driver (but the latter is more expensive).

Fares:

- 1 ride: 1,50€ (2€ by bus drivers)
- 10 rides: 14€
- Daily travel pass ('Visitag 1 jour'): 5€
- 3 days travel pass ('Visitag 3 jours'): 12€

+ www.tag.fr

Chambéry

The public transportation network in Chambéry is called the STAC. This network serves Greater Chambéry but also the cities of Le Bourget-du-Lac and Méry. You can buy tickets at a STAC agency, at certain commercial outlets (tobacco shops, newsagents) and also from the driver on the bus.

Fares:

- 1 ride: 1,40€
- 10 rides: 11€
- Daily travel pass: 3,20€

+ www.bus-stac.fr

Annecy

The public transportation network in Annecy is called SIBRA. 26 bus lines serve Greater Annecy. You can buy tickets at a SIBRA agency, at certain commercial outlets (tobacco shops, newsagents, etc.) and also from the driver on the bus.

Fares:

- 1 ride: 1,40€
- 10 rides: 10,70€
- Daily travel pass ('Pass Alizé 24h'): 3,90€
- Weekly travel pass ('Pass Alizé 7 jours'): 15,30€

+ www.sibra.fr

Valence

The public transportation network in Greater Valence is called Citéa.

You can buy tickets in a Citéa agency, at certain commercial outlets (tobacco shops, newsagents, etc.) and also from the bus driver.

Fares:

- 1 ride: €1,20
- 10 rides: €10,50

+ www.citea.info



BOOKING TEMPORARY ACCOMMODATION

Upon arrival, if you have not yet found permanent housing, you can book a place in a youth hostel, a private home or a hotel.

FUAJ (Fédération Unie des Auberges de Jeunesse) - Youth hostels

Rooms to share for 2, 4, 6 or 8 persons.

You must be a member of the HI (Hostelling international) association: www.hihostels.com.

Price for a room to share: from €18/night/person.

In Grenoble

10 avenue du Grésivaudan - 38 130 Échirolles

+33 (0)4 76 09 33 52

grenoble@hifrance.org

+ www.hifrance.org/auberge-de-jeunesse/grenoble-agglomeration.html

In Aix les Bains (the closest youth hostel to Chambéry)

Promenade du Sierroz - 73 100 Aix-les-Bains

+33 (0)4 79 88 32 88

aix-les-bains@hifrance.org

+ www.hifrance.org/auberge-de-jeunesse/aix-les-bains.html

In Annecy

4 route du Semnoz - 74 000 Annecy

+33 4 50 45 33 19

annecy@hifrance.org

+ www.hifrance.org/auberge-de-jeunesse/annecy.html

Tourist Offices

The tourist offices also have lists of temporary accommodation as well as of hotels, aparthotels, guesthouses, B&B, etc.:

Grenoble tourist office

+ www.grenoble-tourisme.com

Chambéry tourist office

+ www.chambery-tourisme.com

Annecy tourist office

+ www.lac-annecy.com

Valence tourist office

+ www.valence-romans-tourisme.com



PREPARING YOUR ARRIVAL (CHECKLIST AND TIPS)

Essentials

For students:

- ID card/passport.
- Health record/vaccination certificate (if available).
- Original of your birth certificate with filiation. It must be translated either in France by a sworn translator, or apostilled or legalized by the Consulate of France in your country.
- Letter of acceptance from the French educational institution (original if available).
- Driver's license if you want to use a car in France.
- Socket adapter, depending on the standard in your country.

For students with a long stay study visa (VLS-TS residence permit):

- Application form for an OFII (French office for immigration and integration) certificate submitted and endorsed by the authority that issued the visa.

For EU citizens:

- European health insurance card (EHIC) valid for the whole duration of your stay in France.

For Quebec citizens:

- RAMQ (Régie de l'Assurance Maladie du Québec) certificate/form, for your health expenses.

For persons staying less than 3 months:

- Health and repatriation insurances covering the whole duration of your stay.



TIPS

Before leaving, scan all your important documents and send them to your mailbox. If possible, take two or three photocopies of these documents with you, because very soon you will quickly need them in France, for example, to get accommodation or to open a bank account.

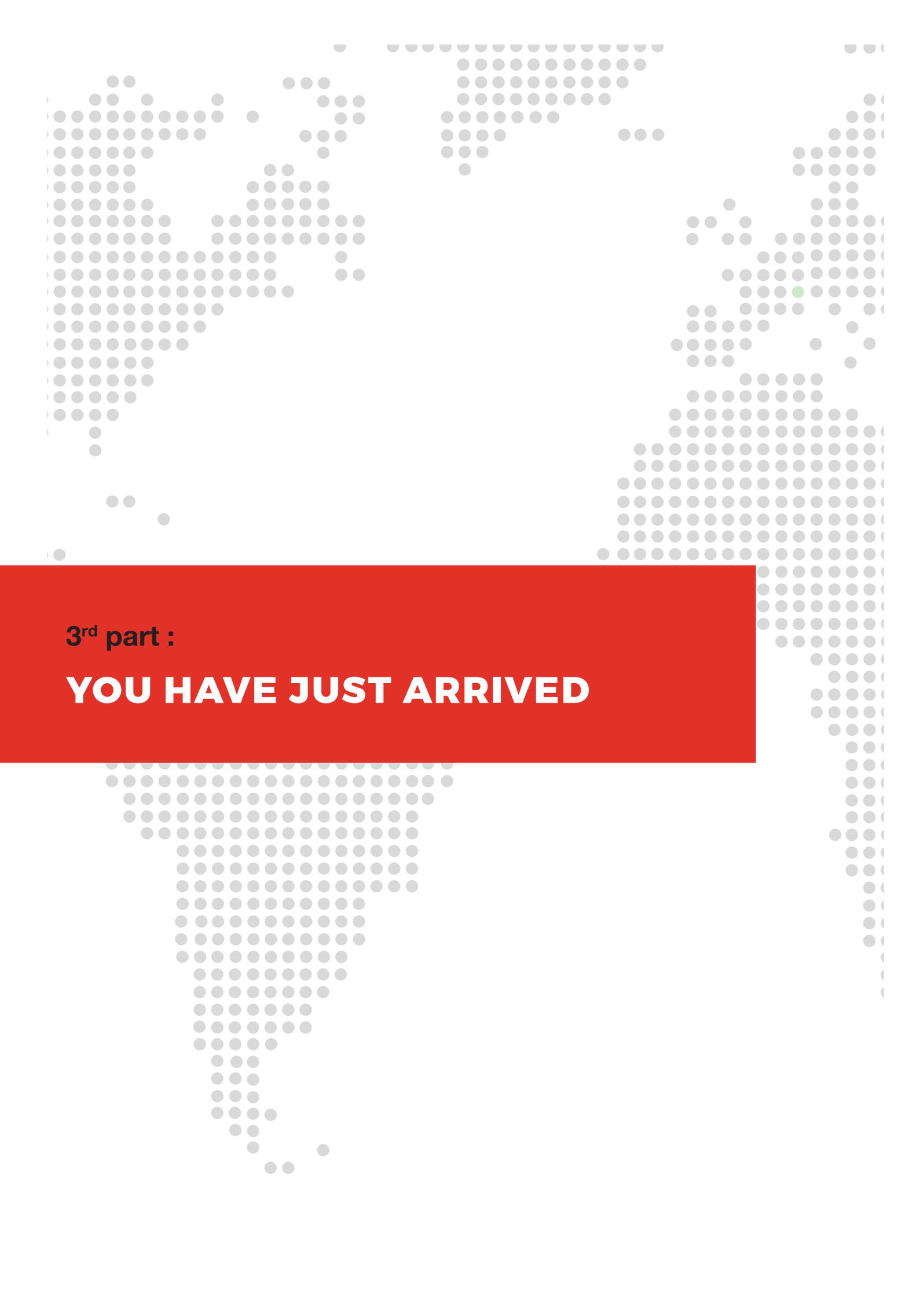
As for the flight, avoid putting valuables in the hold, and carry all the documents from the checklist with you, because they can be claimed upon arrival by the border control services.

In case you do not have internet access upon your arrival, it may be useful to create a document containing essential information, such as your home address, host's telephone number (for student residences), directions between the station and your accommodation with bus or tram numbers, contact at your institution, contact of your mentor (if you have a program of this type) etc.

If your country uses a currency other than the Euro, consider changing money at the airport to be able to make your first payments. Before leaving, check the terms of overseas money withdrawal with your card, because opening an account in France can take one to two weeks (see page 17).

Some schools or departments offer their exchange students opportunities to be put into contact with a student volunteer already living in Grenoble (a buddy), who can help them settle. You can contact your correspondent in the international relations office to find out if this applies to you.

If you do not take part in an exchange program, you can contact associations for international students, which also offer student mentoring programs. See the "Associations for international students" section in this guide.



3rd part :

YOU HAVE JUST ARRIVED

@ GETTING INTERNET ACCESS

An internet access is an essential step. Via internet, you can contact your family and it will be useful in helping you settle in.

You can find many free wifi spots in airports, in shuttle buses, in cafes, as well as in some public spaces.

In Grenoble, computers are available with free access to the internet at the Welcome Center - ISSO. Most university residences also have wifi networks and you can get access upon arrival.

Once you have completed your enrollment, you will have access to the 'wifi-campus' network, accessible on all campuses of the Communauté Université Grenoble Alpes institutions.



Good to know

You can also get internet access via your phone, as 4G can be found in nearly every city. However, roaming charges may apply if you do not use a French sim card! In France, all mobile tariffs include an internet access; you can find offers with (almost) unlimited internet access for around €20 a month.

Find out more

[https://international.univ-grenoble-alpes.fr/en/Section Practical matters > Keeping in touch](https://international.univ-grenoble-alpes.fr/en/Section%20Practical%20matters%20>%20Keeping%20in%20touch)

Wifi in Grenoble :

www.grenoble.fr/demarche/464/659-le-wifi-a-grenoble.htm

Free access computers at ISSO:

[https://international.univ-grenoble-alpes.fr/en/Section Contact](https://international.univ-grenoble-alpes.fr/en/Section%20Contact)





FINDING ACCOMMODATION

Finding accommodation once on the spot

If all you have booked for your arrival is temporary accommodation, you will certainly spend the first weeks actively searching for a place to stay. To find accommodation, regularly consult internet and real estate agency listings, and do not hesitate to seek advice from other students. When visiting accommodation, do not forget to bring several copies of your complete file: this will allow you to get in first if you find the place of your dreams!

We recommend you check the 'Accommodation section > the private rental sector' in part 2 of this guide to get more detailed information on searching for accommodation in the private sector.

Find out more

Decrypt a housing ad:
<https://etu.univ-grenoble-alpes.fr/fr/s-installer/logement/a-savoir-avant-de-s-installer/decrypter-une-annonce-de-logement-314519.htm>

Documents that may be required for signing the rental contract:
www.service-public.fr/particuliers/vosdroits/F1169

When entering your accommodation

Inventory ('Etat des lieux' in French)

An inventory is a procedure whereby the owner and the tenant review the state of the apartment and record any defects or damage in a written report. It also defines the responsibilities of each party in case of litigation at the end of the contract. It must be carried out systematically before renting. Your presence is mandatory. This step generally occurs before the keys are handed over, but can be performed the same day. If the inventory is carried out by a professional, you will be charged partly.

Good to know

During the inventory, pay close attention to any defects or damage to the accommodation and do not forget to read the inventory report before you sign. A copy of this report must be given to you.

Signing of the rental contract ('Bail')

Before you can enter your accommodation, the owner and yourself must sign a rental contract, called the 'Bail'. This contract is drawn up in duplicate and defines the rental conditions, stating the amount of the rent, the surface of the accommodation, the duration of the contract, etc. When signing the contract, you will have to pay various entry fees, such as:

- the security deposit
- the agency fee (in case you found the apartment through a real estate agency)
- the first month's rent

Find out more

www.service-public.fr/particuliers/vosdroits/N349

Getting a Rental liability insurance

All rented accommodation must be insured for rental risks, covering damage caused to your accommodation by fire, water damage or an explosion.

However, this insurance does not necessarily cover possessions you have in your home, namely in case of burglary. To do this, you will need to take out multi-risk housing insurance (do not forget to keep the bills for your possessions).

All banks, student insurances and other insurance companies offer rental liability and multi-risk insurance contracts.

Concluding contracts for water, electricity, internet and telephone

After you have entered your accommodation, it is time to conclude contracts for your subscriptions to water, electricity, internet access and the telephone even if you already have access to these utilities when entering your accommodation.

If you stay in a university residence, this process is simpler, because water, electricity and internet access are often included in the rent.

Find out more

[https://international.univ-grenoble-alpes.fr/en/Section Accommodation > Private Rental Sector](https://international.univ-grenoble-alpes.fr/en/Section%20Accommodation%20Private%20Rental%20Sector)

€ OPENING A BANK ACCOUNT

To open a bank account you have to present proof of residence in France, thus it is not possible to start the process before your arrival. A French bank account is almost essential (though not mandatory). Wage payments, health costs reimbursements and housing allowances (CAF) can be paid only to a French bank account.

Steps to follow to open a bank account:

- Choose your bank: check if your bank in your home country has a partnership with a French Bank, or if your institution has concluded a privileged partnership.
- Make an appointment with a bank advisor: go to the Bank branch to make an appointment.
- Prepare your file according to the documents requested by the Bank. The documents usually required are:
 - proof of identity (ID card, or passport with the visa)
 - proof of address with your name on it (rental contract or 'bail', certificate of university residency, rent receipt, electricity bill, etc.)

- Student card (optional, in the case of preferential prices)

Find out more

[https://international.univ-grenoble-alpes.fr/en/Section Practical Matters > Managing your budget](https://international.univ-grenoble-alpes.fr/en/Section%20Practical%20Matters%20Managing%20your%20budget)

Good to know

Opening an account is usually free of charge, but some services may have to be paid for (credit card, money transfers, overdraft facilities, etc.). Get as much information as possible and do not hesitate to compare several bank offers!

Banks often offer insurance. Therefore, it is possible to take out your housing insurance and civil liability insurance at the bank, when opening your account.

📄 TAKING OUT SOCIAL LIABILITY INSURANCE

In addition to health and rental liability insurances, this is the third mandatory insurance in France. It covers any damage you may involuntarily cause to others. You will need this insurance to finish your enrollment in your institution. All banks, student insurances and insurance companies provide liability insurance contracts.

Good to know

If you have already taken out "rental risks" insurance, it is very likely that it already contains social liability insurance: do not forget to check this!

📄 COMPLETING YOUR ENROLLMENT

After your arrival, you must carry out your final administrative registration ('inscription administrative') in the registry office at your host institution in order to receive your student card. Your affiliation to a Student Health Insurance will be done simultaneously. Please refer to the specific instructions which you received with the correspondence concerning your admission to know how to proceed, and what documents to bring. There will then follow your course registration (choice of courses, options, methods of assessment) which will take place in your particular Faculty (UFR: 'Unité de Formation et de Recherche').

Good to know

Once your enrolment is completed, you will receive your login details to access the wifi-campus network.





REGISTERING WITH HEALTH INSURANCE

'Sécurité Sociale': mandatory

If you are under the age of 28: LMDE or SMERRA

You can purchase the insurance in 3 steps:

1- Pay for it during enrollment

During your administrative enrollment at the University, you have to choose between one of the 2 student social security funds: LMDE or SMERRA. The reimbursement rate is the same for both options. Then, you need to pay for your insurance. It costs €217 (Price for the 2017-2018 academic year). It is free if you receive a scholarship from the French government.

2- Complete your file in the agency (LMDE or SMERRA depending on your choice).

Two weeks after payment, take your certificate of registration to the 'Sécurité Sociale', and bring it to the LMDE or SMERRA agency to complete your file. Requested documents usually consist of :

- 'RIB' (French bank identification details)
- Copy of your passport (identity and visa pages)
- Copy of the OFII sticker if applicable. This can be sent in later on if you do not have it yet
- A proof of address/residence
- The original of your birth certificate containing the parentage plus its translation. The translation must be done either in France with a sworn translator or legalized by the French consulate of your home country (if possible)
- The application form filled and signed for registering with a referent doctor ('déclaration de médecin traitant'), if you already have one.

3-Receive the certificate ('attestation')

You will then receive the registration certificate ('attestation d'affiliation'), or entitlement certificate ('attestation de droits'), including your social security number. This document must be presented during your medical consultations, at the health center and the pharmacy. Always keep a copy with you.

If you are 28 or older

You can choose to take out a private insurance, or to apply for a general social security scheme to CPAM (Caisse Primaire d'Assurance Maladie).

For more detailed information on the procedures, we recommend you visit the Welcome Center - ISSO.

Good to know

European students possessing the EHIC (European Health Insurance Card, valid for the whole duration of their stay), as well as students from Québec possessing the corresponding RAMQ form do not need to register with the Student Health Insurance.

Complementary health insurance ('Complémentaires santé' or 'mutuelles'): optional

In addition to social security insurance, health insurance funds will certainly suggest you take out complementary health insurance (also called 'mutuelle'). Note that, although this is highly recommended, it is not mandatory. You can also buy it later; take your time to compare different offers.

Good to know

Even if you have a limited budget, we strongly recommend you take out at least minimum complementary health insurance (from €5-6 per month). This will allow you to cover most of any hospitalization-related expenses.

Registering with one referent doctor ('médecin traitant')

Health insurance requires the insured person to choose one referent doctor ('médecin traitant') who is then entrusted with your overall care. If you consult another general practitioner, you will be less reimbursed.

The form for registering with a 'médecin traitant' can be downloaded on the website www.ameli.fr, or asked directly to your doctor. It must be completed, signed and sent off to your health insurance center (LMDE, SMERRA, CPAM...).

To find a doctor (close to the place you live, for example), use the online health directory: annuaire.sante.ameli.fr.

It is also possible to register the Grenoble University Health Center (Centre de Santé Universitaire de Grenoble) as your medical care provider ('médecin traitant').

Find out more

<https://international.univ-grenoble-alpes.fr/en/SectionHealth>

Grenoble University Health Center:
<http://centre-sante.univ-grenoble-alpes.fr>



APPLYING FOR HOUSING ALLOWANCE

Every student can apply for housing allowance (called 'allocation' in France) to the CAF (Caisse d'Allocations Familiales).

This allowance is calculated based on the type of housing, rent, financial resources, and the personal situation of the student.

All applications are made online, on the CAF website. If the application is accepted, a monthly allowance will be paid starting from the 2nd month of your stay in France.

Find out more

Housing allowance

[https://international.univ-grenoble-alpes.fr/en/Section Accommodation > Financial assistance with accommodation](https://international.univ-grenoble-alpes.fr/en/Section%20Accommodation%20>%20Financial%20assistance%20with%20accommodation)

The CAF website also has practical documents in several languages to guide you through the application procedure:

www.caf.fr/international/francais-a-l-etranger-et-rangers-en-france

Good to know

Students with a visa marked with 'dispense temporaire de carte de séjour', cannot benefit from housing allowance.





VALIDATING YOUR VISA OR APPLYING FOR A RESIDENCE PERMIT

Depending on your visa type, you will follow one of the two procedures described below:

- If you have a long-stay study visa (VLS-TS) and an 'Office Français de l'Immigration et de l'Intégration (OFII) form, you will have to follow the OFII procedure.
- Otherwise, you have to go to the office in charge of immigration matters (Préfecture) to submit your file with all the required documents.

OFII procedure

If you have a Long-Stay Visa serving as a residence permit (VLS-TS: Visa Long Séjour Valant Titre de Séjour), once you arrive in France, this document must be validated at the French Immigration and Integration Office (OFII: Office Français de l'Immigration et de l'Intégration) in order to activate the validity of the residence permit. This must be done within the first three months following your arrival in France. If you go beyond the three months, you will be in breach of regulations and thus exposed to administrative penalties.

1st step:

You must send the following documents to OFII:

- The form 'Visa de Long Séjour - Demande d'attestation OFII'. This form was given to you by the authorities who gave you your visa. If you do not possess this form, you can download it on the OFII website: www.ofii.fr
- A copy of the relevant pages of your passport (identity, long-stay visa, entry stamp to France or to the Schengen Zone).

If your application dossier is complete, you will receive by post an acknowledgment of receipt of your application for OFII validation.

2nd step:

You will be summoned to the OFII in order to obtain the validation sticker in your passport. With this sticker, your visa has the value of a residence permit. On the day of your summons to the OFII, you will be asked to bring some documents and pay a visitor's tax.

Find out more

[https://international.univ-grenoble-alpes.fr/en/Section Visa and residence permits](https://international.univ-grenoble-alpes.fr/en/Section%20Visa%20and%20residence%20permits)

Préfecture procedure

This applies only to:

- Students who have a C-Concours visa who passed their exam and want to stay in France to pursue their studies,
- Visa containing the label 'carte de séjour à solliciter dans les deux mois suivant l'arrivée'
- Minors possessing a visa 'mineur scolarisé' who turned 18 years old.

Upon arrival, you can contact the ISSO Immigration department ("Pôle droit au séjour") team to help you in these procedures.

CONTACTS

OFII

- For students in Grenoble, Chambéry and Valence:
Parc de l'Alliance - 76 rue des alliés - 38100 Grenoble
- For students in Annecy:
13 rue de Rumilly - 74000 Annecy

Préfecture

- For students in Grenoble
On-campus Préfecture Office
1 025 avenue centrale - 38 402 Saint Martin d'Hères
+33 (0)4 56 52 97 89 (ISSO's immigration dpt.)
www.isere.gouv.fr
- For students in Chambéry
Préfecture de la Savoie
Château des Ducs de Savoie -
73 000 Chambéry
+33(0)4 79 75 50 00
www.savoie.gouv.fr
- For students in Annecy
Préfecture de la Haute-Savoie
30 rue du 30^{ème} Régiment d'infanterie -
74 000 Annecy
+33(0)4 50 33 60 00
www.haute-savoie.gouv.fr
- For students in Valence
Préfecture de la Drôme
3 boulevard Vauban - 26000 Valence
+33(0)4 75 79 28 00
www.drome.gouv.fr

? NEED HELP? YOUR CONTACTS

You have left your country, your family and your friends to enjoy a new experience in a foreign country. Although you have prepared yourself for this trip, you can feel a certain "culture shock" to a greater or lesser degree, and a sense of homesickness. This is quite normal and is part of your adaptation process.

For successful cultural adaptation, keep an open mind and a sense of humor!

Moreover, be prepared to accept failure and do not be afraid to communicate. Curiosity, tolerance of differences, respect for others and high self-esteem are characteristics that will facilitate your integration.

If you continue to feel ill at ease, you can contact the Communauté Université Grenoble Alpes health center (see page 8 of this guide).

And remember, you are not alone! Although everything seems new, you already have special contacts to facilitate your integration.

Your host institution

Should you have questions related to the academic or teaching process, your university enrollment, courses or exams, do not hesitate to contact the administrative personnel ('Service de Scolarité' or International Relations) or a head teacher in your host institution.

Welcome centers

In Grenoble: The Welcome Center - ISSO

The International Students & Scholars Office aims at facilitating the arrival in Grenoble - and then helping with the settling in process of international students, PhD students, researchers and their families.

The international welcome team is there to help you throughout the university year, Monday to Friday, from 9am to 5pm (6pm in September), particularly with the following:

- Accommodation: Accompanying you and giving advice on finding suitable housing
- Immigration: Helping you with visa validation and residence permits applications
- Administrative Steps: Opening a bank account, insurances, health insurance and social security, practical matters, etc.
- Families: If you are accompanied by your spouse or children, the ISSO team will provide you with information and support you in schooling, childcare, and integration procedures.

Find out more

All information presented in this guide as well as the practical sheets can be found on the ISSO web portal, available in French and English: <http://international.univ-grenoble-alpes.fr/>

Service Accueil International - ISSO

1 025 avenue centrale - Domaine universitaire
38 402 St-Martin-d'Hères

isso@univ-grenoble-alpes.fr

Immigration assistance: +33 (0)4 56 52 97 89

Assistance in finding accommodation:

studenthousing@univ-grenoble-alpes.fr

Monday-Friday 9am-5pm (6pm in

September)

+ <http://international.univ-grenoble-alpes.fr/en/Section Contact>

In Chambéry and Annecy: the GUIDE

The 'Guichet Unique des Etudiants' (GUIDE) is an information and guidance facility for student life and life on campus.

+ www.univ-smb.fr/index.php?id=2133

In Valence : the Maison de l'Étudiant

The 'Maison de l'Étudiant Drôme-Ardèche' (Drome-Ardeche Student House) groups services and associations dedicated to student life:

+ www.etudierendromeardeche.fr/fr/vie-etudiante/maison-de-l-etudiant-drome-ardeche/

Services for students with disabilities

Service for students with disabilities of Communauté Université Grenoble Alpes ("Service Accueil Handicap") exists in order to help persons with different disabilities, to ensure their access to all university training programs and to help them to participate fully in student life. It provides support in their studies for all students in higher education institutions who are confronted with difficulties due to illness or disability, of either a permanent or a temporary nature.

For students in Grenoble

Résidence Les taillées, bâtiment B - 271 rue de la Houille Blanche

Domaine universitaire de Saint-Martin-d'Hères/Gières

+ <http://handicap.univ-grenoble-alpes.fr>

For students in Chambéry, Annecy and Le Bourget-du-Lac

+ www.univ-smb.fr/index.php?id=113

Associations for international students

In Grenoble : IntEGre association

IntEGre is a dynamic association of Grenoble students whose aim is to extend a warm welcome to international students, and thereby to facilitate cultural exchanges through a variety of activities, outings, and special welcome evenings and introducing international students to French life. The association is happy to organize introductory visits at the beginning of the university year for international newcomers to get to know the campus and the city of Grenoble and to take part in 'discovery' weekends.

IntEGre also offers a program of student-mentors: as soon as you become a member of IntEGre, you can be put into contact with a student volunteer who is already in Grenoble. This person will help you in your settling process and will show you round the city and the campus.

+ www.integre-grenoble.org

In Valence : The Inter'Val association

Inter'Val is a students' association that helps international students upon arrival and to settle into Valence.

+ <http://interval-asso.fr/index.php>

In Annecy, Chambéry and Le Bourget-du-Lac : The Fac Experience association

The Fac Experience association helps put French and international students in contact through cultural and fun activities.

+ www.facebook.com/groups/490804637797293/?fref=ts

Student community associations

In Grenoble

There exists quite a few community associations created by students of different nationalities and backgrounds. These associations bring together those with the same cultural background who wish to share what they have in common.

These associations also organize cultural, festive and sporting events, and can also help you in the steps required for you to settle.

The full list can be found in the associations directory on the EVE ('Espace Vie Etudiante') website:

+ <http://eve-grenoble.fr/espace-assos/annuaire-des-associations/consulter-l-annuaire.html>

In Annecy, Chambéry, le Bourget-du-lac

You can find the list of student associations on the Savoie Mont-Blanc University website:

+ www.univ-smb.fr/index.php?id=2171

The International House

'La Maison de l'International' is a special place set up and run by the City of Grenoble for exchanges, information and for getting together to share international experiences. It is here that you can find out more information on all the international associations present in Grenoble.

+ www.grenoble.fr/98-maison-de-l-international.htm

Emergency contacts

- All kinds of emergencies - France & Europe : 112
- Medical emergencies : 15
- Police : 17
- Fire services : 18
- Deaf and mute emergencies : 114 (text messages only)
- Pharmacies on duty : 3915, www.pharmadegarde.com (or 3237 (€0,35/min), www.3237.fr, for Annecy)
- Grenoble Campus University security service (St-Martin d'Hères/Gières) : 04 76 82 82 82
- Poisoning and intoxication: 04 72 11 69 11
- Grenoble hospital (CHU) : 04 76 76 75 75
- Chambéry hospital : 04 79 96 50 50
- Annecy hospital : 04 50 63 63 63
- Valence hospital : 04 75 75 75 75
- SOS Médecin 24/7 : 36 24 (0,12€/min)
Home visits 24/7.
Be careful: overtaxed consultations.
- In Grenoble : Médecin 7 sur 7: 04 76 86 59 00
84 cours Jean Jaurès, Grenoble
Tram E arrêt "Condorcet"
Walk-in service, 7days/week, 8am to midnight
Be Careful: overtaxed consultations after 8pm, on Sats after 12pm, and on Sundays.

LIST OF USEFUL ACRONYMS

- ADIJ** : Association Départementale d'Information et d'Initiative Jeunesse
- BU** : Bibliothèque Universitaire
- CAF** : Caisse d'Allocations Familiales
- CDD** : Contrat à Durée Déterminée
- CDI** : Contrat à Durée Indéterminée
- CHU** : Centre Hospitalier Universitaire
- CM** : Cours Magistral
- CPAM** : Caisse Primaire d'Assurance Maladie
- CRIJ** : Centre Régional Information Jeunesse
- CROUS** : Centre Régional des Oeuvres Universitaires et Scolaires
- CUEF** : Centre Universitaire d'Études Françaises
- ECTS** : European Credit Transfer System
- EEE** : Espace Économique Européen
- EVE** : Espace Vie étudiante
- FLE** : Français Langue Étrangère
- GEG** : Gaz Electricité de Grenoble
- GUC** : Grenoble Université Club
- GUIDE** : Guichet Unique d'Information Des Étudiants
- IEP** : Institut d'Études Politiques
- INP** : Institut National Polytechnique de Grenoble
- ISSO** : International Students and Scholars Office
- LMD** : Licence, Master, Doctorat
- LMDE** : La Mutuelle Des Etudiants
- OFII** : Office Français de l'Immigration et de l'Intégration
- RATP** : Régie Autonome des Transports Parisiens
- RH** : Ressources Humaines
- RIB** : Relevé d'Identité Bancaire
- RU** : Restaurant Universitaire
- SAH** : Service Accueil Handicap
- SIBRA** : Société Intercommunale des Bus de la Région Annécienne
- SICD** : Services Inter-établissements de Coopération Documentaire
- SMERRA** : Société Mutualiste des Étudiants de la Région Rhône-Alpes
- SNCF** : Société Nationale des Chemins de Fer
- STAC** : Service des Transports de l'Agglomération Chambérienne
- SUAPS** : Service Universitaire des Activités Physiques et Sportives
- SUMPPS** : Service Universitaire de Médecine Préventive et de Promotion de la Santé
- TAG** : Transport de l'Agglomération Grenobloise
- TCF** : Test de Connaissance du Français
- TD** : Travail Dirigé
- TGV** : Train Grande Vitesse
- TP** : Travaux Pratiques
- UE** : Union Européenne
- UFR** : Unité de Formation et de Recherche
- VLS-TS** : Visa Long Séjour valant Titre de Séjour



<http://international.univ-grenoble-alpes.fr>

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